

**SAFEGUARDING CHILDREN POLICY, PROCEDURES AND
GUIDELINES**



Morecambe Football Club/Community Sports

Table of contents

Section 1- Introduction

1.1 - Statement of Safeguarding Policies & Procedures and Guidelines

1.2 - Safeguarding Policy

1.3 - An Introduction to “Safeguarding”

1.4 - Inclusion Policy

1.5 - The Children Act

1.6 – Safeguarding Vulnerable Groups Act

1.7 – Anti Radicalisation and the Prevent Duty

Section 2 – Safeguarding in Practice

2.1 .1- Morecambe Football Club Recruitment Policy

2.1.2 - Morecambe Football Club Policy on CRB Portability

2.1.3 - Obtaining an Overseas Entertainment/Employment Licence

2.2.1 – Getting the Essentials in Place

2.2.2 – Risk Management

2.2.3 - Position of Trust

2.2.4 – Duty of Care

Section 3 – Poor Practice & Abuse

3.1.1 – Raising Awareness

3.1.2 – Poor Practice

3.2.1 – Recognising Abuse

3.2.2 – Definitions of Abuse

3.3 – Anti-Bullying Policy

Section 4 – Responsibility for Safeguarding

4.1 - Responsibility for Safeguarding

4.2 - Designated Persons for Safeguarding

4.3 – Designated Safeguarding Manager

Section 5 – Responding to Allegations & Disclosures

5.1 – Disclosure

Morecambe Football Club/Community Sports

5.2.1 – Management of Allegations made by a Child

5.2.2 - Management of Allegations against a Child by a Child

5.2.3 – Management of Allegations against a Member of Staff

5.2.4 – Allegation against a DSO or relative of DSO

5.3.1 – Reporting Procedures

5.3.2 – Whistleblowing Policy

5.3.3 – Complaints Policy

Section 6 – Departmental Guidelines

6.1 - Specific Guidelines

6.2.1 – The Club

6.2.2 – Club Coaches

6.2.3 – Club Coaches working with Children with a Disability

6.2.4 – Club Drivers

6.2.5 – Club Medical Department

6.2.6 – School Sessions & Visits

6.2.7 – Volunteers

Section 7 – Additional Guidelines

7.1.1 - If a Young Person is not collected

7.1.2 – If a Young Person is reluctant, or refuses to be collected

7.2.1 – Communication with Children & Young People involving technology

7.2.2 - Texting and Electronic Communication

7.2.3 – Social Networks

7.2.4 – Information Sharing – Rumours

7.3 – Best Practice in the Use of Images

7.4.1 – The Employment of Young People

7.4.2 – The Employment of Young People for Promotional Purposes

Section 8 - Appendices

Flow Chart 1 – Dealing with Poor Practice

Flow Chart 2 – Dealing with Child Abuse occurring

Morecambe Football Club/Community Sports

Flow Chart 3 – Dealing with Concerns away from Morecambe Football Club

Flow Chart 4 – Process of Dealing with Allegations

What to do if a Child is being abused

Appendix A - Referral Sheet

Appendix B – Body Map

Appendix C - Good Practice in Safeguarding

Appendix D – Images Permission Form

Appendix F- Useful Contacts

Section 1 - Introduction

1.1 - Statement of Safeguarding Policies & Procedures and Guidelines 1.2 - Safeguarding Policy

1.3 - Inclusion Policy

1.4 - An Introduction to “Safeguarding” 1.5

- The Children Act

1.6 – Safeguarding Vulnerable Groups Act

Morecambe Football Club/Community Sports

1.1 - Statement on Safeguarding Policies & Procedures and Guidelines

Morecambe Football Club and Morecambe fc Community sports henceforth referred to as MFC and MFCCS “Safeguarding Children Policies, Procedures & Guidelines” have been written in accordance with:

Working Together to Safeguard Children 2018
Children Act 1989/2004
Safeguarding Vulnerable Groups Act 2006
Protection of Freedoms Act 2012
Keeping Children Safe in Education 2015
Sexual Offences Act 2003
Amendments Act
Mental Capacity Act 2005
Care Act 2014

They are provided for use by MFC and MFCCS for the security and protection of all children and young persons who work, train, play and visit MFC/MFCCS. This document also provides professional support and guidance for all staff.

1.2 - Safeguarding Children Policy

MFC and MFCCS recognise and accepts its responsibility for the safety and well-being of those children and young people who come within the care of the organisation and its staff.

MFC and MFCCS accepts its responsibility in the belief that the welfare and protection of children and young people is paramount, and everyone responsibility.

The Club has put into place systems that will prevent or minimise the risk of abuse occurring within the organisation. As an integral part of this process, MFC /MFCS will ensure that all children and young people who train with The Club will have access to Designated Persons and a complaints procedure. In all Safeguarding issues, MFC/MFCCS will work under the guidance of the Local Safeguarding Children Board, Football Association (FA) the English football League/ Trust.

MFC /MFCCS will have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children, including a clear line of accountability for the commissioning and/or provision of service designed to safeguard and promote the welfare of children. A senior member at board level will take leadership responsibility for the Club’s safeguarding arrangements, Graham Howse, Director. An appropriately trained and qualified person as Designated Safeguarding Officer, Janet Preston will also have an overview of all aspects of “Safeguarding” at The Club.

Morecambe Football Club/Community Sports

Morecambe Football Club will ensure that systems are in place so that the welfare of young people will be dealt with appropriately and sensitively. All MFC/MFCCS staff, working with children and young people will be required to share in The Club's ethos of responsibility for the protection of children and young people.

All such staff will receive appropriate training in 'Safeguarding Awareness' and in The Club's 'Procedures' for implementing its Safeguarding Children Policy. MFC/MFCCS will ensure that all staff working with children and young people are checked as to their suitability to work with children and young people. The parents and carers of children and young people enrolling with MFC/MFCCS will be informed of the Club's "Safeguarding Children Policy & Procedures".

1.3 - An Introduction to Safeguarding Children

Due to their statutory responsibility for children and young persons all Children's Services Departments have a set of procedures giving guidance and information on safeguarding children and responding to child abuse. A "child" or "young person" referred to in these Procedures is a person under the age of 18.

This document contains the procedures that are designed specifically for MFC and MFCCS in particular for all staff who come into direct contact with children and young people who may be, or may become, victims of abuse.

The safeguarding of all young people who come into the care of the MFC/MFCCS is the responsibility of all employees of the organisation. MFC/MFCCS is committed to ensuring that staff at all levels, have the knowledge and ability to contribute effectively to the safeguarding of children. Our aim is to create a safe, secure environment for children and young people.

MFC/MFCCS staff working with young people will usually have built up good, trusting relationships. This may also mean that the young people come to see a member of staff as someone they can confide in and to whom they may go for help and protection.

These Procedures are intended to help all involved with the Club to understand more about Safeguarding, confront some issues and consider how they might respond to a given situation.

In the course of their work with young people, staff must be prepared to hear information about abuse, and to take seriously what they hear.

1.4 - Morecambe Football Club/Morecambe community sports and Inclusion

MFC/MFCCS believes that all children and young people are entitled to be given the opportunity to play a full part in society. MFC/MFCCS accepts that the welfare of the child is Paramount.

The objectives of this Inclusion policy are to put into place structures to empower all children and young regardless of race, disability; gender, cultural background or sexual orientation. For further detail please refer to the Equality and Diversity Policy.

The Club is committed to meet the individual needs of all young people who take part in any Club activity by:-

Creating an environment where all needs are identified and subsequently met;

Creating an environment where all children are treated with respect, feel valued, motivated and confident about themselves and their work;

Establishing an ethos whereby all children and their families feel valued;

Encouraging parents to be involved integrally with the process and development of their child in any Club activities;

Recognising that all children and young people have a right to express his/her views whatever their abilities in communication;

Ensuring that all staff have the ability to work supportively and positively so that, within their skill area, they are empowered to fulfil The Club's policy;

Ensuring that all staff working with children with disabilities, including full-time and part-time staff are confirmed by DBS/ISA as suitable adults to work with children and young people;

Ensuring that all staff are trained in, and adhere to, the Safeguarding Policy & Procedures;

To provide staff with the skills and professional knowledge of how to work effectively with young people with disabilities;

Morecambe Football Club/Community Sports

To continue to identify the changing need of resources.

1.5 - The Children Act, 1989/2004

All those working with children, and in particular those involved with Safeguarding Children, should be aware of the Children Act 1989/2004.

The following principles have been highlighted as being the most important for the purpose of these procedures

a) **The welfare of the child is Paramount.**

b) The wishes and feelings of the child must always be taken into consideration.

c) Disability, Gender, Race, Religion, Age and Sexual Orientation must always be taken into account when working with children and families.

d) Parents who have parental responsibility must be involved in all decisions about the child.

e) If the parents are unmarried when the child is born, the mother will have parental responsibility. The father will not have parental responsibility. To gain parental responsibility the father must take steps to 'acquire' parental responsibility. **Children born after December 2003 whose father's name appears on the birth certificate but is not married to the mother will have parental responsibility.**

1.6 – Safeguarding Vulnerable Groups Act 2006

For MFC/MFCCS's latest position on Vetting and Barring Scheme please follow The Football Associations status by going to www.TheFA.com/footballsafes

1.7 Anti Radicalisation and the prevent Duty

From 1 July 2015 all schools and childcare providers were required, under section 26 of the Counter Terrorism and Security Act 2015, to have due regard to the prevention of people from being drawn into terrorism. This legislation is primarily aimed at the education system. However, all agencies having contact with young people must adhere to the prospect of preventing radicalisation. Morecambe FC must adopt the strategy laid down by law to ensure the safeguarding of all.

'The general risks affecting children and young people may vary from area to area, and according to their age. Schools and childcare providers are in an important position to identify risks within a given local context. It is important that schools and childcare providers understand these risks so that they can respond in an appropriate and proportionate way.'

'There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology.' 'As with managing other safeguarding risks, staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Children at risk of radicalisation may display different signs or seek to hide their views.' 'The Prevent duty does not require teachers or childcare providers to carry out unnecessary intrusion into family life but as with any other safeguarding risk, they must take action when they observe behaviour of concern.'

In these cases the general safeguarding principles apply to the 'Keeping Safe' from radicalisation as per the general safeguarding relevant statutory guidance and MFC/MFCCS policy. Any concerns of a young person being at risk demonstrated by behaviour on or off the pitch, views posted online or concerns from family or friends should be referred to the DSO.

Alternatively, the Lancashire Prevent Coordinator can be contacted (see below) or the police can be contacted via the 101 system, the relevant local authority for where the vulnerable person lives.

Lancashire's Prevent Coordinator is Pam Smith
Pam Smith
Lancashire Prevent Coordinator Telephone: **01772 530591**
E-mail pam.smith@lancashire.gov.uk

Section 2 – Safeguarding in Practice

2.1.1- Morecambe FC/MFCCS Recruitment Policy

Morecambe Football Club/Community Sports

2.1.2 – Morecambe/MFCCS Policy on Portability

2.1.3 - Obtaining an Overseas Entertainment/Employment Licence

2.2.1 – Getting the Essentials in Place

2.2.2 – Risk Management

2.2.3 - Position of Trust / Duty of Care

2.1.1 - Morecambe Football Club/MFCCS Recruitment Policy

No individual will be recruited on a temporary or permanent basis to a 'Position of Trust' without satisfactory Clearance from the Disclosure and Barring Service (DBS) for safeguarding purposes.

Morecambe Community Trust is the registered body for Morecambe/MFCCS for the Disclosure and Barring Service (DBS) and uses the Disclosure Service for CRC checks to assess the suitability of any applicant to work with children and young people. No applicant conditionally offered a position of trust with MFC/ MFCCS should start work with the organisation before a satisfactory clearance has been received. This will be a Football Association DBS clearance. Whilst waiting for CRC check and clearance from the DBS, recruitment checks will begin

An individual applying for a post which involves contact with children / young people must provide two references, one of which normally should be from their current employer.

All staff in a position of trust will be required to undergo regular DBS Clearances, normally every 3 years, as a condition of their employment. However under the new guidelines staffs are advised to join the yearly checking system in place with DBSs.

Should an individual's DBS reveal any convictions, MFC/MFCS must consider whether the nature of the offence / offences renders the person concerned unsuitable for working with children and young people.

In such circumstances, when the nature of any Disclosure has to be considered, a formal interview will be necessary. The panel will conduct a risk assessment as to the suitability of the person for work with children/ young people at MFC/MFCCS

2.1.2 - 'Portability' of Enhanced Disclosures

MFC and MFCCS does not accept 'Enhanced CRC Disclosures' from other organisations or umbrella organisations because of the risks of the process which is known as 'portability'.

The risks are that the Enhanced Disclosure:-
Could have been tampered with by scanning, editing and reprinting;

Does not belong to the person concerned or has been gained by using false I.D;

Has not been carefully checked e.g. the postcode or name spelling may be incorrect which means it may not hold the correct information about the person;

Was not completed for the same type of position and has, therefore, not does not provide 'full intelligence' information from the police. Intelligence is provided by the police according to the post applied for and may include allegations against the person that the police consider relevant even if there has not been a conviction

May have had 'Additional Information' provided with it. This information that the applicant does not know has been released and is effectively only known to the organisation that sought the disclosure. This is hidden information which, legally, cannot be shared with anyone.

If a Coach, for the purposes of The Football Association Club for Licensed Coaches (est. August 2011) membership, wishes to use their MFC/MFCCS CRC disclosure for portability with The FA Umbrella Body the Media Group (TMG), consent must be gained from the Club Safeguarding Lead together with the Lead Counter signatory from Morecambe Community Trust.

2.2.1 – Getting the Essentials in Place

For MFC /MFCCS Safeguarding Children policy to be effective, staff and volunteers need to understand what it means and how it is integrated into the daily functions of the business

Morecambe Football Club/Community Sports

2.2.2 – Risk Management

Instinctively individuals assess the potential for risks when planning activities. This follows The Club's Health & Safety Policy. However to ensure the welfare of children and young people within The Club's care, it is important to always ask the following basic questions.

- What is the activity?
- What are the ages involved?
- Where is the activity going to take place?
- Are there any special needs within the group?
- Are these mixed groups?
- What experiences and qualifications do the organisers have?

It is important to consider the familiarity of the venue and the level of responsibility individuals will have for an activity. The principle for assessing potential risks remain the same whatever the activity, therefore you need to consider these and decide what ratios each activity will require of adult(s) to children to be appropriate to ensure the safety of all. The FA recommends 1:16 although good practice would stipulate 1:10 as a more appropriate ratio.

2.2.3 - A 'Position of Trust'

"It is an offence for a person aged 18 or over to involve a child under that age in sexual activity where he or she is in a specified position of trust in relation to that child. This includes those who care for, advise, supervise or train children and young people (Sexual Offences Act 2003)".

It must be understood that the notion of 'relationships of trust' applies as much to young people who have taken on a leadership role as it does to adults involved in football. "The inequality at the heart of a relationship or trust should be ended before any sexual relationship begins". Caring for Young People and the Vulnerable? Guidance for preventing abuse of trust (Home Office 1999).

Please note: young people aged 16-18 can legally consent to sexual activity for example sexual intercourse; however, they are still legally defined as a Child under the Children's Act 1989. Thus, if you engage in an intimate or inappropriate relationship with a young person whilst in a position of trust with Morecambe Football Club, it will be viewed as a breach of The Football Association Regulations and as such will result in disciplinary action. Hence Morecambe Football Club will be obliged to notify the matter to The FA.

2.2.4 - A 'Duty of Care'

Because of your role and responsibilities at MFC/MFCCS, you have a 'Duty of Care' towards all the children and young people you come into contact within the course of your employment.

Sport provides easy access for someone who wants to harm children. 'Positions of Trust', working with children and young people, will only be offered subject to a DBS Clearance and two satisfactory references one of which must be from the most recent previous employer.

The close proximity of staff in an intense and competitive atmosphere places child and adult in vulnerable situations.

Relationships between staff and young people must, at all times, be totally professional. Sport is uniquely placed to contribute towards safeguarding the welfare of children and young people.

Section 3 – Poor Practice and Abuse

3.1.1 – Raising Awareness

3.1.2 – Poor Practice

3.2.1 – Recognising Abuse

3.2.2 – Definitions of Abuse 3.3 – Anti-Bullying Policy

3.1.1 - Raising Awareness

Morecambe Football Club/Community Sports

This Safeguarding Children policy is inclusive and the same actions should be taken regardless of the needs and background of the child or young person. The Club recognises however that some children and young people are disadvantaged by their experiences and would want to highlight the following.

Child abuse is a very emotive and difficult subject. It is important to understand the feelings involved but not to allow them to interfere with our judgement about any action to be taken. It is also important that child abuse and child protection are openly discussed as this helps create an environment where people are more aware of the issues and sensitive to the needs of children. Open discussions also create environments that deter abusers.

Child abuse both within and outside of the family can occur anywhere. This means that if abuse is detected, it is highly unlikely to be the first time it has happened. It is therefore crucial that all allegations and suspicions are treated seriously and appropriate actions taken. An environment that explicitly attempts to identify and report abuse helps create a safer culture for children and young people.

Allegations may also relate to poor practice where an adult's or a peer's behaviour is inappropriate and may be causing concern to a young person within an organisation. Many children and young people will lack the skills or confidence to complain and it is therefore extremely important that adults in The Club advocate for children and young people. Advocating for children and young people contributes to creating a safer culture for them.

3.1.2 - Poor Practice

Poor practice is unacceptable and will be treated seriously with appropriate action. Please see The Club's Discipline Policy. Any behaviour that contravenes existing Codes of Conduct infringes an individual's rights and/or reflects a failure to fulfil the highest standards of care is an indication of poor practice. On occasions a child or young person may not be aware that poor practice or abusive is taking place, as they may deem the behaviour as 'acceptable'.

3.2.1 - Recognising Abuse

What follows is not a comprehensive guide to assessing child abuse, and must be seen in the context of the Club's Safeguarding Children training.

The presence of one or other of these features will not necessarily mean that a child or young person has been abused and should not be seen in isolation, but may indicate that careful investigation (by an appropriately qualified person) is needed.

'Child Abuse' may be described as harm to a child or young person, or the failure by a person with responsibility for a child or young person to provide reasonable care, or a combination of both. Abuse may take the form of physical injury, sexual or emotional abuse or neglect. Harm to a child or young person may be caused by a child or young person's parent or carer, a relative, a stranger or someone known to the child or young person, or even by another child.

3.2.2 – Definitions of Abuse

Physical Injury

Physical Abuse may be defined as the actual or likely injury to a child or young person, the failure to prevent physical injury or suffering to a child or young person.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child or young person.

Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill-health to a child or young person they are looking after (fabricated or induced illness).

It should be noted that only a clinical medical officer or a consultant paediatrician should diagnose when an injury is non-accidental. It is not the responsibility of MFC/MFCCS staff to determine the cause of an injury.

Neglect and 'Failure to Thrive'

Neglect is the persistent failure to meet a child or young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

It may involve a parent/carer failing to provide adequate food, shelter and clothing, failing to protect a child or young person from physical harm or danger, or the failure to ensure access to the appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to a child or young person's basic emotional needs.

Morecambe Football Club/Community Sports

Sexual Abuse

Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening.

The activities may involve physical contact, including penetrative (e.g. rape) or non-penetrative acts. They may include non-contact activities such as involving children or young persons in looking at or in the production of pornographic material or watching sexual activities, or encouraging children or young person's to behave in sexually inappropriate ways.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child or young person such as to cause severe and persistent adverse effects on the child or young person's emotional development.

It may involve conveying to a child or young person that they are worthless or unloved, inadequate or valued insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children or young persons. It may involve causing children or young person's frequently to feel frightened or in danger, or the exploitation or manipulation of children or young persons.

Some level of emotional abuse is involved in all types of ill-treatment of a child or young person, though it may occur alone.

Domestic Violence

Domestic Violence is an important indication of risk of harm to children

Children may suffer directly or indirectly if they live in households where there is domestic violence. Domestic violence is likely to have a damaging effect on the health and development of children.

3.3 – Anti-Bullying Policy

MFC/MFCCS is committed to providing a safe and friendly environment for all staff, volunteers and associates so that they can participate in The Club's functions in a relaxed and secure atmosphere.

Bullying of any kind is unacceptable in our Club. If bullying does occur, all Club staff, volunteers or parents should be able to tell and know that incidents will be dealt with promptly and effectively. The Club expects that anyone who knows that bullying is happening are expected to tell their line manager.

Objectives

All Club staff, volunteers and parents/carers should have an understanding of what bullying is.

All Club staff and volunteers should know what The Club policy is on bullying, and follow it when bullying is reported.

All children, young people and their parents/carers should know what The Club policy is on bullying, and what they should do if bullying arises.

The Club takes bullying seriously.

Bullying will not be tolerated.

The importance to respond to Bullying

No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving. The impact upon a child or young person can be devastating and in some cases affect all aspects of their life, in extreme circumstances it can lead to suicide threats or even attempts.

Bullying Signs and Symptoms

Morecambe Football Club/Community Sports

“Bullying is the deliberate attempt by an individual or group to hurt, torment, tease, frighten or upset someone causing him/her to feel intimidated uncomfortable or unhappy. Bullying includes racist and homophobic behaviour.”

Bullying can be the physical, mental or emotional abuse of a person. It can take many forms, some more obvious than others. The following are examples of bullying that coaches should watch out for:-

- Says he or she is being bullied
- Is unwilling to go to Club sessions
- Becomes withdrawn anxious, or lacking in confidence
- Comes home with clothes torn or training equipment damaged
- Have possessions go ‘missing’
- Asks for money or starts stealing money
- Unexplained cuts or bruises
- Gives improbable excuses for any of the above.

In more extreme cases:

- Starts stammering
- Becomes aggressive, disruptive or unreasonable is bullying other children or siblings
- Stops eating
- Attempts or threatens suicide or runs away

Anti-Bullying Procedure

Report the bullying incident(s) to the senior staff/Safeguarding Designated officer. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.

In any case of serious bullying, the incidents should be referred to the Designated Safeguarding Officer for advice and to The FA Case Management System, if deemed necessary.

The Parents of the victim and accused should be informed and will be asked to come in to a meeting to discuss the incident(s).

If necessary and appropriate, the Police will be consulted.

Attempt(s) will be made to help the bully (bullies) change their behaviour.

If mediation fails and the bullying is seen to continue The Club will initiate disciplinary action.

Anti-Bullying Recommended Action

If the Coach or Designated Persons decide it is appropriate for them to deal with the situation they should follow the procedure outlined below:

Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.

If this fails or is not appropriate, a panel consisting of Designated Persons, the Coach and the Academy Manager and/or Designated Safeguarding Officer should meet with the parent and child alleging bullying

To get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.

The same panel should meet with the alleged bully and parent's and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.

If bullying has in the panel's view taken place, the individual should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.

The Club should monitor the situation for a given period to ensure the bullying is not being repeated.

Morecambe Football Club/Community Sports

Relevant individuals such as coaches involved with both individuals, should be made aware of the concerns and outcome of the process i.e. the warning.

Adults Bullying under 18 – Recommended Action:

In the case of adults reported to be bullying anyone within The Club under the age of 18 years:

The Designated Safeguarding Officer should always be informed and will advise on action to be taken where appropriate.

A panel consisting of the Adult's line manager, the Designated Safeguarding Officer and if deemed necessary further panellists should meet with the child alleging bullying and parents to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.

The same panel should meet with the alleged bully and representative to put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.

The management of allegations flow chart will be followed which may recommend no further action; training, supervision and monitoring or disciplinary action.

More serious cases may be referred to the Police and/or Children's Services.

Section 4 – Responsibility for Safeguarding

4.1 – Responsibility for Safeguarding

4.2 – Designated Persons for Safeguarding 4.3

– Designated Safeguarding Manager

4.1 – Responsibility for Safeguarding

As defined by The Children's Act 1989 and 2004 we all have a moral and legal responsibility for the safety and welfare of children and young people within The Club. The Club has appointed people designated within The Club to take additional responsibility for the safeguarding of children and young people.

4.2 - Designated Persons for Safeguarding

Morecambe Football Club will appoint a Designated Senior Safeguarding Manager who will be a member of the Board, together with a Designated Safeguarding Officer to support having in place arrangements that reflect the importance of safeguarding and promoting the welfare of children.

DESIGNATED SAFEGUARDING SENIOR MANAGER:

DESIGNATED CLUB SAFEGUARDING OFFICER: JANET PRESTON, COMMUNITY
MANAGER – janetpreston@morecambefc.com

DESIGNATED TRUST SAFEGUARDING OFFICER: JANET PRESTON – janetpreston@morecambefc.com

Table continued below.

Morecambe Football Club/Community Sports

Designated Person Specification and Suitability Checklist

When appointing a designated person, ensure that you have considered their appropriateness for this role by checking them against the following criteria.

PERSON SPECIFICATION

Skills, Qualifications and Experience relevant to the Role

Morecambe Football Club/Community Sports

Essential	<p>Working regularly with children and young people in a lead or supervisory role where the incumbent has had sole responsibility for the welfare of the children and young people.</p> <p>Completion of an Enhanced DBS clearance which is deemed suitable.</p> <p>Attendance at appropriate and authorised Safeguarding children training.</p> <p>Willingness to update skills and knowledge</p> <p>Know what to do if concerned that a child may be abused or a person may pose a risk to a child. Ø Be familiar with The Club’s policies and procedures and reporting lines.</p> <p>Knowledge of and positive attitudes to equal opportunities</p> <p>Make considered judgements about how to act to safeguard and promote a child’s welfare.</p> <p>Commitment to treat all children as individuals and with equal concern</p>
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Personable	<p>Always puts the child’s welfare FIRST!</p> <p>Is a good communicator.</p> <p>Has a common sense approach.</p> <p>Is enthusiastic and professional.</p> <p>Is willing to learn and seek advice.</p> <p>Is a good team member.</p> <p>Has attention to detail.</p>
Desirable	<p>Previous experience of working with children.</p> <p>Knowledge of safeguarding issues. Knowledge of safeguarding legislation.</p>

Persons Designated Responsibilities

To support in promoting the moral and legal responsibilities in implementing procedures to provide a duty of care for children, safeguard their wellbeing and protect them from abuse and poor practice.

Ensuring that all issues of Safeguarding Children are dealt with in compliance with MFC/MFCCS Safeguarding Policy, Procedures and Guidelines and with the requirements of Morecambe FC Safeguarding Procedures.

Ensuring that all staff appointed have been checked by the Criminal Records Bureau with a CRC check and are considered to be suitable and safe adults to work with children (see Section on “Recruitment”).

Ensure that all staff receive initial Safeguarding Training.

Morecambe Football Club/Community Sports

To record and refer on to DSM all incidents, concerns, allegations, evidence of poor practice and evidence of best practice, in confidence, and in line with Data Protection legislation.

To handle sensitively, in confidence, any Safeguarding concerns raised within the department and support staff where necessary.

To attend regular Designated Persons meetings with EFLT, and undertake any actions raised at meetings/CPD events in order to keep up to date with current Safeguarding guidelines and legislation for compliance.

To take responsibility for the day to day management of Safeguarding issues and pro-active promotion of Safeguarding awareness and implementation within the specified department.

To be available, at all reasonable times, as a first contact for staff, parents, children, and if appropriate, external agencies in regards to information or referral of Safeguarding matters within the Club

To support in promoting the moral and legal responsibilities in implementing procedures to provide a duty of care for children, safeguard their wellbeing and protect them from abuse and poor practice.

Ensuring that all issues of Safeguarding Children are dealt with in compliance with MFC/MFCCS Safeguarding Policy, Procedures and Guidelines and with the requirements of MFC/MFCCS Safeguarding Procedures.

Ensuring that all staff appointed have been checked by the Criminal Records Bureau and are considered to be suitable and safe adults to work with children (see Section on "Recruitment").

Ensure that all staff receives initial Safeguarding Training.

Morecambe Football Club/Community Sports

4.3 – DESIGNATED SAFEGUARDING MANGER

MFC/MFCCS will appoint an appropriately qualified and experienced Designated Senior Safeguarding Manager (DSM), in accordance with English football league guidance.

Designated safeguarding Manager Specification and Suitability Checklist

When appointing a Designated safeguarding Manager, ensure that you have considered their appropriateness for this role by checking them against the following criteria.

PERSON SPECIFICATION

Skills, Qualifications and Experience relevant to the Role

Essential	<p>Knowledge of safeguarding children and/or vulnerable group’s legislation. Ability to deal constructively with people’s emotions (e.g. upset, distress, conflict, animosity). Capacity to handle confidential data sensitively. Ø Ability to work unsupervised and on own initiative Experience of managing meetings/projects/ events Evidence/negotiating skills/ presenting to management/staff/parents/players.</p>
Personable	<p>Always puts the child’s welfare FIRST Good leadership skills. Good resource management skills Is enthusiastic and professional. Is willing to learn and seek advice. Is a good team member.</p>
Desirable	<p>Experience of implementing policies, protocols and guidance. Experience of writing reports and compiling case file information. Knowledge and understanding of the culture and structure of football.</p>

Designated safeguarding Manager Responsibilities

Ensuring that the MFC/MFCS Safeguarding Policy and Procedures are updated and in line with current legislation and regulations;

Promote the moral and legal responsibility to implement procedures to provide a duty of care for children, safeguard their wellbeing and protect them from abuse and poor practice – across all areas of The Club.

Promote Safeguarding Training at MFC/MFCCS;

Supervise and support Morecambe Football Club’s Designated Persons for Safeguarding;

Representing The Club as Lead Case Manager when co-operating with/reporting directly to external statutory agencies; the Police, Children’s Services, Local Safeguarding Children Board and Local Authority Designated Officer for the Management of allegations against professionals.

Morecambe Football Club/Community Sports

Section 5 – Responding to Allegations and Disclosures

5.1 Disclosure

5.2.1 – Management of Allegations made by a Child

5.2.2 – Management of Allegations Against a Child by a Child 5.2.3

– Management of Allegations Against a Member of Staff 5.2.4 -

Allegation against a DSO or relative of DSO

5.3.1 – Reporting Procedures

5.3.2 – Whistleblowing Policy

5.3.3 – Complaints Policy

5.1 – Disclosures

The term disclosure in this context is used to describe the sharing of child protection concern(s) by one individual to another and not DBS the formal record of an individual's relevant convictions. There is a legal and moral responsibility to report any concerns about a child or young person in any context. Morecambe Football Club will support anyone who, in good faith, reports his or her concern that a colleague is, or may be, abusing a child or young person, even if that concern is proved to be unfounded. The following guidelines are relevant whether or not the child or young person is involved in football.

5.2.1 – Management of Allegations made by a Child

If a child or young person informs you directly that they are concerned about someone's behaviour towards them, this is known as a disclosure. The person receiving the disclosure should:

React calmly so as not to frighten the child or young person

Tell the child or young person that he or she is not to blame and that he or she was right to tell. Take what the child or young person says seriously

If the child or young person needs immediate medical treatment, take them to hospital or telephone for an ambulance, inform doctors of concerns and ensure that they are aware that this is a child protection issue

Ensure the immediate safety of the child or young person

Avoid leading the child or young person and keep any questions to the absolute minimum. Ask only what is necessary to ensure a clear understanding of what has been said

Re-assure the child or young person but do not make promises of confidentiality or outcome, which might not be feasible in the light of subsequent developments

In the event of suspicion of sexual abuse do not let the child bathe or shower until given permission to do so. Washing can destroy valuable evidence

Inform the parents/carers immediately unless you have specific reason not to, e.g. the child has named the parent/carer as the abuser. If this is the case then contact the designated person's manager, if they are unavailable contact local Children's Services or the Police for guidance.

5.2.2 –Management of Allegations against a Child by a Child

Any allegation concerning the abuse of a child by another child must be dealt with by normal protection procedures. Any such allegation should be reported immediately to the Designated Safeguarding Officer A decision, based on the advice of the Local Authority Designated Person (LADO), will be made as to whether the alleged abuser should continue with the Club activities because of the risk they may pose to others.

5.2.3 - Management of Allegations Against a Member of Staff

In compliance with "Working Together To Safeguard Children 2018", in respect of cases in which it alleged that a member of staff who works with children/ young people has:

Morecambe Football Club/Community Sports

“behaved in a way that has harmed or may harm a child; possibly committed a criminal offence against or related to a child; behaved towards a child / young person in a way that indicates she/he is unsuitable to work with children”,

MFC/MFCCS will ensure that the matter is immediately reported to the Senior Safeguarding manager or the Designated Officer. Morecambe Football Club must report **all serious allegations** to the LADO and the Independent Safeguarding Authority and the FA safeguarding.

Suspension should be considered in any case where there is cause to suspect that a child is at risk of significant harm or the allegations warrant investigation by the police. MFC/MFCCS will comply with the advice of the LADO in such circumstances. In all cases it must be understood that suspension is a neutral act and does not prejudice guilt. The fact that a person tenders their resignation or ceases to provide their services must not prevent the continuation of the prescribed procedure.

Every effort must be made to maintain confidentiality and guard against publicity while an allegation is being investigated in order to protect the child/ young person and to protect the person against whom the allegation has been made.

Morecambe Football Club will register with the Independent Safeguarding Authority as an organisation which requires updates on individuals employed to work with children/ young people. In the event of an employee becoming ‘barred’, Morecambe Football Club will invoke its disciplinary procedures and reach a decision based on the information obtained. It may be the case that Morecambe Football Club decides to terminate the individual’s employment with The Club on the basis that the individual is unable to fulfil the requirements of the position they hold. It would be permissible for The Club to offer the employee another position at Morecambe Football Club for which ISA Registration is not applicable. An ISA bar overrules any internal preference Morecambe Football Club may have. If a person is barred, they must be removed from a regulated activity.

Inappropriate behaviour will not necessarily lead to suspension, but the LADO or the FA may impose conditions for continued employment. Compliance with these conditions will be monitored. An internal disciplinary procedure may take place at the discretion of MFC/MFCS.

All incidents or allegations of physical or sexual abuse or behaviour which might be considered ‘unsuitable’ involving a member of staff must be reported immediately to the Designated Safeguarding Officer who will, in turn, contacts the Local Authority Designated Officer (LADO).FA safeguarding
The Local Authority Designated Officer will then advise the Designated Safeguarding Officer of the course of action to be taken. This may involve the suspension of the member of staff against whom the allegation has been made.

At all times complete confidentiality and sensitivity must be maintained. The LADO and or FA safeguarding will investigate the allegations, considering three categories: “HARM” – “CRIMINAL ABUSE” – “UNSUITABLE BEHAVIOUR”

5.2.4 Allegation against a DSO or relative of DSO.

If an allegation is made involving unsuitable behaviour of a DSO or his/her relative, then the DSO or SSM of either Morecambe Community Trust or Morecambe FC, not associated with the allegation, will liaise with the LADO and the FA during any investigation.

5.3.1 – Reporting Procedures for Internal Concerns

Morecambe Football Club/Community Sports

Regardless of the way you have been informed about suspected abuse, you should follow the procedure outlines below.

Flow diagram 1: Dealing with Poor Practice @ Morecambe Football Club
Flow diagram 2: Dealing with Child Abuse occurring @ Morecambe Football Club
Flow diagram 3: Dealing with Concerns away from Morecambe Football Club
Flow diagram 4: Process of Dealing with Allegations @ Morecambe Football Club

5.3.2 – Whistleblowing Policy

All organisations face the risk of things going wrong or of unknowingly harbouring malpractice. Morecambe Football Club believes it has a duty to identify such situations and take the appropriate measures to remedy the situation. By encouraging a culture of openness within our organisation MFC/MFCCS believes it can help prevent malpractice - prevention is better than cure. That is one of the aims of this policy.

By encouraging a culture of openness MFC/MFCCS wants to encourage its employees to raise issues which concern them at work. Employees have a right and duty to raise matters of concern they may have about the services being offered by the Club or serious malpractice associated with them. Employees may be worried that by reporting such issues they will be opening themselves up to victimisation or detriment, or risking their job security. However, all staff are protected by law if they raise concerns in the right way. Provided they are acting in good faith, it does not matter if they are mistaken.

By knowing about malpractice at an early stage MFC/MFCCS stands a good chance of taking the necessary steps to safeguard the interests of all staff and protect the organisation. In short, please, do not hesitate to “blow the whistle” on malpractice.

The policy is designed to ensure employees raise concerns properly and to ensure that mechanisms exist in The Club whereby issues raised by employees will be addressed quickly and effectively. The policy also sets out the legitimate course of action, which may be taken by the worker to raise issues with parties outside MFC/MFCCS if an issue is not addressed by The Club, or it is felt that by rising it internally may lead to evidence of malpractice being concealed.

The purpose of the policy is to outline how employees may deal with concerns about other employees and/or service provision which may have an impact or threaten the wider public interest.

The policy is applicable to all MFC/MFCCS employees. Please see MFC/ MFCCS Policy for whistle blowing for more details.

5.3.3 – Complaints Policy

In order to ensure that complaints that contain safeguarding issues are centrally recorded and actioned appropriately, the following procedure has been agreed:

Safeguarding concerns raised with the Club

Any safeguarding disclosure received which states a complaint is running alongside a safeguarding investigation - The Designated Safeguarding Officer will notify the SSM of the complaint. If appropriate, the Designated Safeguarding Officer will send copies of minutes of the relevant meetings, planning, agree next steps and conclusion.

Safeguarding Disclosures which identify they have been closed as a referral and should be treated as a complaint not a safeguarding issue - The Designated Safeguarding Officer will notify the SSM of the information received and decide who will manage the complaint.

The Designated Safeguarding Officer will work with the SSM in the formulation of any letters that are required to be sent.

Complaints will be acknowledged in line with the Club’s procedure
Complaints raised with the Designated Safeguarding Officer
Any complaints received which potentially have safeguarding issues.

The Club will discuss with the Designated Safeguarding Officer to check if there is a need to alert services regarding safeguarding issues.

Any complaints received, direct to or from the Club relating to coaching practice may also need to be referred to the Designated Safeguarding Officer and/or The Football Association Case Management Team as required.

Section 6 – Department Guidelines

Morecambe Football Club/Community Sports

6.1 - Specific Guidelines

6.2.1 – The Club

6.2.2 – Club Coaches

6.2.3 – Club Coaches working with Children with a Disability 6.2.4

– Club Drivers

6.2.5 – Club Medical Department

6.2.6 – School Sessions & Visits 6.2.7

– Volunteer`

These Guidelines specific to each Department at Morecambe Football Club- are presented to meet the particular needs of individual departments. **They do not stand alone** and should be read in conjunction with The Club's "Safeguarding Policies, Procedures and Guidelines".

6.1 – Specific Guidelines

Physical Contact

Physical contact is only permissible for the purposes of CARE; INSTRUCTION; RESTRAINT.

Physical Restraint

Restraint occurs whenever a member of staff or volunteer, using intentional force, physically restricts a child's movement against their will. *'Physical restraint does not include the use of gentle physical prompting or guidance where the child is happy to comply and the aim is to assist him or her to participate appropriately in activities'.*

It is a procedure for dealing with an unsafe or crisis situation.

It must not be used as a form of punishment.

Deliberate use of physical contact to punish a child or young person, cause pain or injury or humiliation is unlawful, regardless of the severity of the child or young person's behaviour or the degree of provocation.

Behaviour Management

Before restraint is used, it is advisable to calmly warn the child of your intention. If restraint is necessary seek to calm the child, reminding them that when they begin to exercise self-control, the need for restraint would end.

Physically interposing between children

Blocking a child's path

Holding

Pushing or pulling

Leading a child by the hand or arm

Shepherding a child away by placing a hand in the centre of his/her back.

In all cases of physical contact with children, it might ultimately be for the Courts to decide whether a person acted reasonably and the consequences of an error judgement could be serious.

One to One Situations

One to one situations may be necessary in a learning environment especially if they are to avoid damaging the self-esteem of a young player, although this makes them more vulnerable to allegations.

Wherever possible it is advisable to draw the player to one side so that, although private, the discussion may take place in full view of others. This is for your protection. If it is considered that such a

discussion will benefit from being away from others, a meeting should be organised with the knowledge of a senior member of staff and carer/parent. If possible, another member of staff should also be present or doors left open.

Whenever possible parents should be present at such meetings.

There should be nothing that is said to a young player that parents cannot hear

Feedback to players should always be constructive and age appropriate.

6.2.1 – The Club

Every child or young person, defined as any person under the age of 18, who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every adult involved at MFC and MFCCS

The Club recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. The Club is therefore committed to working to provide a safe environment for all children and young people to participate in the sport to the best of their abilities for as long as they choose to do so.

6.2.2 – Club Coaches

Morecambe Football Club/Community Sports

Coaches of MFC/MFCCS must:-

Respect the rights, dignity and worth of each child
Develop an appropriate working relationship with each child. Over familiarity between coach and player may be misunderstood, therefore clear boundaries must be established from the beginning;
Exert no undue influence;
Encourage and guide children to accept responsibilities;
Ensure that all activities are appropriate; Clarify with children exactly what is expected of them and what they are entitled to expect from their coach;
Co-operate fully with other specialists
Ensure that all players are aware of the procedures that are in place i.e. when injured reporting to the physiotherapist before training. Failure to observe this may result in the player being withdrawn from playing. Coaches **must not** encourage children to train or play with injuries or illnesses;
Consistently display high standards of behaviour and appearance.
Personal data of children must be kept in a secure place. All such information is confidential. Access to the information should be limited to the session coaches, the Schemes Administrator or Development Officers.
E-mails and text messages to volunteers under 18 should only be made of the purpose of the transference of information concerning training or matches.

6.2.3 – Club Coaches working with Children with a Disability

MFC/MFCCS Coaches must:-

Respect the rights, dignity and worth of each player regardless of disability;
Be aware that instructions may need to be repeated or rephrased, particularly in the case of younger players;
Ensure that knowledge of all relevant disability related issues is up to date;
Develop an appropriate working relationship with each player by ensuring that good lines of communication are established with the disabled person and/or parent/carer;
Exert no undue influence in encouraging participation;
Support and guide players to their full potential;
Ensure that all activities are appropriate to the individual's abilities. Communicate with the disabled person and/or parent/carer to establish capabilities;
Ensure awareness of medical needs by communication with the disabled person and/or parent/carer;
Ensure awareness of physical/mental capabilities by communication with the disabled person and/or parent/carer, but don't make assumptions about the limitation of a player;
Consistently display high standards of behaviour and appearance
Always use common sense judgement when planning sessions.
The correct ratios of staff according to disability must be strictly adhered to.
Please refer to the safeguarding vulnerable groups' policy for further guidance.

6.2.4 – Club Drivers

Drivers will have appropriate training and licences (See transport policy).
Drivers will only transport players they have been authorised to transport.
Drivers must check that the appropriate parental consent has been given.
Drivers must ensure that all those being transported are wearing seat belts.
Drivers must ensure that all those being transported remain seated throughout the journey.
Should a driver be left with one child he/she must insist that the child is sitting in the rear of the car/ mini bus.
Regular check will be made to ensure that the individuals' driving license is clean and valid.

Please refer to the Transport Policy for further guidelines

6.2.5 – Club Medical Department

In compliance with the Club's Recruitment Policy, all physiotherapists employed to work in the Club must be confirmed by the DBS as appropriate and safe to work with Adults, children and young people. This clearance must be received by the Club before the physiotherapist commences work at the Club.
All Physiotherapy staff working in the Club will receive training the Club's Safeguarding Children Policy and Procedures.
All members of staff should ensure that when treating or assessing a player with an injury on any part of the body, an adult chaperone is present. This chaperone may be the child's parent/ carer or coach.
Physiotherapists must advise squad coaches of injuries.

Morecambe Football Club/Community Sports

They must advise children, parents/carers and coaches of the treatment required and whether non-participation in training and or playing is necessary.
After injury, physiotherapists must advise coaches and parents/carers when a child is fit to participate in training and playing.

6.2.6 – School Sessions & Visits

Risk assessments should be completed before visits to schools are arranged.

When visiting schools, coaches must immediately report their arrival to the school secretary or other member of staff with responsibility for signing in visitors

Schools must be made aware which sessions are being taken by the coaches, and a register for the session collected from the school.

Coaches must be informed of any 'Statemented' pupils, pupils with behavioural problems, pupils whose first language is not English, or pupils with any other 'special needs' in their group.

Coaches should ask for information on the school's structure for dealing with behavioural problems.

Coaches must also be considerate of the Schools' physical contact policy.

Copies of the above should be with coaches at all sessions

6.2.7 – Volunteers

It is now against the law to work, or to employ someone to work, with Children and Young People without the receipt of a satisfactory DBS Clearance (CRC check)

In compliance with the Club's Recruitment Policy, all volunteers employed to work in the Club must be confirmed as 'suitable and safe adults to work with children and young people' by the DBS. They must not start work until a satisfactory DBS clearance has been received.

All volunteers will be trained in, and adhere to, the Club's Safeguarding Policy and Procedures.

All volunteers must adhere to these guidelines.

Section 7 – Additional Guidelines

7.1.1 - If a Young Person is not collected

7.1.2 – If a Young Person is reluctant, or refuses to be collected

7.2.1 – Communication with Children & Young People involving technology

7.2.2 - Texting and Electronic Communication

7.2.3 – Social Networks

7.2.4 – Information Sharing - Rumours

7.3 – Best Practice in the Use of Image

7.4.1 – The Employment of Young People

7.4.2 – The Employment of Young People for Promotional Purposes

7.1.1 – If a Young Person is not collected

Procedures must be followed:-

1.) Under no circumstances must a child be allowed off-site or left unsupervised;

2.) All possible attempts must be made to contact the parent/ carer using the Emergency Contact Numbers;

3.) If contact cannot be made with the parent/ carer or approved emergency contact, the coach **must** contact the Police Safeguarding Unit or Children's Services for advice (Telephone numbers in APPENDIX D)

THEN:-

The coach **must** record the telephone contact made including the name and position of the person contacted;

Morecambe Football Club/Community Sports

Continue to try to contact the parent/ carer and emergency contacts; Continue to seek advice from the Police/ Social Services;
Keep senior Morecambe Football Club staff informed of the situation (including the “Designated Person” or Designated Safeguarding Officer); In the event of a parent/carer failing to collect their child after a match or training session, the following
Prepare a full written report for the Designated Person for Safeguarding.
Should it be necessary to transport the young person home (with the permission of the parent/ carer), it is preferable for two members of staff to accompany the young person. The young person **must** sit in the rear seat of the vehicle.

7.1.2 – If a Young Person is reluctant, or refuses to be collected

This section must be read in conjunction with APPENDIX C Good Practice in Safeguarding.

If a student speaks in confidence to a coach stating that they do not want to return home at the end of a session, the coach must remember that his first duty is to ensure the young person’s safety.
In the presence of a second coach, he must encourage the student to give reasons why he does not wish to return home. If the reasons given suggest that the student is being abused, coaches must inform Children’s Services or the Police Safeguarding Unit (contact numbers in Appendix D)
If the young person has been involved in an argument at home, coaches must use their considered judgement as to whether the student would be at risk by returning home

This involves responsible and serious decisions being made. Should coaches have any doubts, they should immediately contact the Academy Manager or the Designated Safeguarding Officer for advice. Alternatively Children’s Services or the Police Safeguarding Unit may be contacted.

If, however, the reluctance to return home appears to relate to ‘naughtiness’, petty quarrels at home, or trivial matters that do not put the young person at risk, the parents should be contacted to resolve the matter.

7.2.1 - Communication with Children and Young People Involving Technology

For the purpose of this policy ‘technology’ includes the use of mobile phones, text messaging, e-mails and all forms of electronic Messaging Services and Web Sites.

Communication between Children & Young People and adults, by whatever means, must only take place within the boundaries of professional behaviour.

MFC/MFCCS staff must not give their personal contact details, including home/ mobile ‘phone numbers or e-mail or messaging addresses to children and young people with whom they work at Morecambe Football Club, nor may they respond to any personal information from children and young people.

Designated Staff must ensure that any communication with children and young people is used only for professional reasons, and that parents/ carers are aware and have consented to such contact.

Company e-mail systems should be the primary means of forwarding information if parents have given their consent for the use of this means of communication.

The only permissible information to be communicated would be to inform players and their parents/ carers of any urgent changes in arrangements

In the case of tours, tournaments, residential courses, The Club will have a central contact number for parents/ carers.

7.2.2 – Texting and Electronic Communication

Text messaging makes staff vulnerable and should under no circumstances be used for personal communication. Personal telephone numbers e-mail, Social Networking or other Electronic Communications addresses should NEVER be given to the young people you work with at Morecambe Football Club.

All communications between Morecambe Football Club and young people should be through The Club Offices. If in the cases a child text a member of staff, they should notify the Academy Manager or Designated Safeguarding Officer and the child’s parent at the earliest opportunity. Staff should constantly reinforce to parents that their contact numbers or email addresses are not to be shared with children.

7.2.3 – Social Networks

Morecambe Football Club/Community Sports

Most children will assume they are safe when using the internet because they are in their own home. They will usually assume that the person they are chatting with is who they say they are. Using the internet is now central to how children and young people stay in touch with their friends and family by using Social Networks like face book, Instagram, snapchat, and twitter. However the internet is also a public place and while bringing many benefits and opportunities, also opens up new risks and challenges.

The Football Association, The English football League and Morecambe Football Club have teamed up with the Child Exploitation and Online Protection (CEOP) Centre, to promote the awareness of social networks to young people. It is advised that parents, adults, children and young people access awareness training by CEOP.

Children and Young People

Don't give out any personal information: Guard your home address and family information. Abusers will use this to groom a child or young person over the internet.

Do not save images of a child in Morecambe Football Club clothing on a social network: Those who wish to harm children will use this as a tool to gain trust in them and it will create an obvious connection of celebrity status which children and young people are interested in.

Report inappropriate behaviour: Report incidents of bullying, sexual exploitation, or other fraud to the chat room moderator (as well as to the police if applicable).

Employees and Volunteers

It is strongly advised that MFC/MFCCS staff and volunteers do not use the internet to contact children and young people. However in circumstances such as contacting mascots, young leaders or employees under the age of 18 years; where you use the internet to communicate with players be aware of what you say and how you say it.

Do not become 'friends' on social networks with children and young people you are in a position of trust with.

If you are concerned about the way a player is attempting to contact you via the internet e.g. using a social networking site or a chat area, speak to your Academy Manager or Designated Safeguarding Officer. Remember that even when outside of work, the law deems that if you are in a position of trust, this must be maintained at all times.

7.2.4 – Information Sharing

Information sharing is key to the Government's goal of delivering better, more efficient public services that are coordinated around the needs of the individual. It is essential to enable early intervention and preventative work, for safeguarding and promoting welfare and for wider public protection. Information sharing is a vital element in improving outcomes for all. The Government understands that it is important that people remain confident that their personal information is kept safe and secure and that practitioners maintain the privacy rights of the individual, whilst sharing information to deliver better services. It is therefore important that practitioners can share information appropriately as part of their day-to-day practice and do so confidently. It is important to remember there can be significant consequences to not sharing information as there can be to sharing information. You must use your professional judgement to decide whether to share or not, and what information is appropriate to share.

Golden rule - Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.

Rumours

Be particularly alert to gossip, rumours or insinuations about a member of staff.

For the protection of any staff member being the subject of gossip, the matter should not be ignored. Rumours can fester if not dealt with, and could ultimately destroy an innocent person's career. Report any rumours or gossip urgently to the Designated Safeguarding Officer.

7.3 – Best Practice in the Use of Images

As part of Morecambe Football Club's/ MFCCS commitment to safeguarding children and young people, in accordance with guidance from the Football Association and the English Football League, the only photography allowed at all Club activities will be that taken by designated Club official(s). The Club will provide them with a clear brief about what is appropriately required.

Guidelines for all age groups:

The Club must have parental consent to use a player's image if it is to be used in the public domain e.g. club website or newspaper article.

Do not publish photographs with the full name(s) of the individual(s) featured unless you have written consent to do so and you have informed the parents as to how the image will be used.

Ensure that any child in The Club, who is under care proceedings, is protected by ensuring that their image is not placed in the public domain. This can be done by using a Consent Form, so that parents/ carers can identify whether this applies to children in their care.

The image should focus on the activity and not the child or young person

Morecambe Football Club/Community Sports

Ensure that those featured are appropriately dress - a minimum of a vest/shirt and shorts is required.

Guidelines for under 18 players

No individual profiling - It is strongly recommended that no under 18 player should become the focus of excessive media attention and that commentators, presenters and journalists should respect this principle, modifying their contact with the young players accordingly

Guidelines for under 16 players:

The filming of and commentary on this group should be limited to the use of the young players' full names and to remarks on their contribution to the match or training event. Personal profiling that gives information about the young person's school or home life etc. should not be

Remember:

If you have serious concerns about a possible child protection issue relating to the recording of images then call the Police. This action should only be taken where you believe that someone may be acting unlawfully or putting a child at risk.

Images on Tours/Tournaments & Training Camps

In order to capture the fun, enjoyment and learning opportunities that takes place on Tours, Tournaments and Training Camps the Tour Leader will appoint a designated person to take photographs. The pictures will be used for the Tour diary. If they are used for any other purpose parents will be notified by Morecambe Football Club/MFCCS. The Tour Leader will ensure that the person is documented on the relevant travel log.

The designated person for photographs will be the only member of staff who is permitted to take photographs whilst away and will follow the above guidelines. This will also include ensuring that photographs are taken with a camera/ Ipad and not on a mobile phone. Permission for Images will have been gained at the beginning of the season but it is advised that the Tour Leader raises parent's awareness by notifying them of the possibility of photographs being taken whilst on Tours, Tournaments and Training Camps.

7.4.1 – The Employment of Young People

There are specific legal obligations that will need to be achieved prior to a young person (under the age of 18) commencing either paid or voluntary work with The Club. For current and precise information please contact the Designated Safeguarding Officer or Club's HR.

7.4.2 – The Employment of Young People for Promotional Purposes

The use of Young People for promotional activities may be considered as employment **even** if they are unpaid.

'Employment' within the United Kingdom

In order to 'employ' young people in the **United Kingdom**, the regulations require:-

A licence from the local Education Authority must be obtained if the activity is of five days or more.

Written confirmation from the Head Teacher at the young person's school, where 'Leave of Absence' is required during term time and/or it may affect their educational attainment.

Applications for the licence (obtainable from the Education Welfare Service) should be received by the Authority at least 21 days before any performance.

Completed application forms should be returned with:

A copy birth certificate or other satisfactory evidence of a young person's age

Two identical, signed, recent photographs

A draft contract or agreement relating to the performance

A signed medical certificate from the young person's doctor.

Morecambe Football Club/Community Sports

Section 8 – Appendices

- Flow Chart 1 - Dealing with Poor Practice**
- Flow Chart 2 - Dealing with Child Abuse occurring**
- Flow Chart 3 - Dealing with Concerns away from Morecambe Community/ Club**
- Flow Chart 4 - Process of Dealing with Allegations**

- A - Referral Form**
- B – Body Map**
- C – Good Practice in Safeguarding Documentation D**
- Images Permission Form**
- E – Useful Contacts**

Flow Chart 1 – Dealing with Poor Practice

Step 1

You become aware of a poor practice or possible abuse situation involving an employee / volunteer or child or young person.

Step 2

Stay calm.

If a child or young person is present reassure them that they are not to blame.

Make sure the child or young person feel safe.

Don't make promises.

Step 3

Make a note of the incident, ensuring that it is factual, dated and signed.

Ensure that this document is passed onto the Designated Safeguarding Officer as soon as possible.

Step 4

Where appropriate action deemed will be taken by:

Designated Safeguarding Officer

Line Management/ Senior Welfare staff

Step 5

Possible Outcomes:

Further information is requested.

Advice or Warning as to future conduct or sanctions. Further training or support.

Referral to The FA or Statutory Agencies.

No case to answer.

Dismissal.

Step 6

Contact the Academy Manager/Designated Safeguarding Officer, who will:

Follow Club procedure for a first report of poor practice, complete and submit a referral form for information only.

Seek advice from the Senior Safeguarding Officer

Offer support or further training to the individual receiving the disclosure.

Step7

Where it is necessary, the Designated Safeguarding Officer will (either):

Give advice to the appropriate people action points to follow.

Monitor the behaviour of an individual or group as required. Gather additional information.

Arrange a meeting with the individual or group to discuss the concerns.

Refer to The FA or statutory agencies for advice.

Flow Chart 2 – Dealing with Child Abuse occurring

Step 1

You become aware of a poor practice or possible abuse situation

Involving an employee / volunteer or child or young person.

Morecambe Football Club/Community Sports

Step 2

Stay calm.

If a child or young person is present reassure them that they are not to blame. Ø Make sure the child or young person feels safe.

Don't make promises.

Step 3

If the concern IS child abuse – Does the child or young person need medical treatment? If YES

Take the child or young person to the hospital or phone for an ambulance.

Inform the medical team of your concerns in relation to child protection. The medical team will take the appropriate action.

IF NO go to next step

Step 4

Contact the Academy Manager or Designated Safeguarding Officer -

If unavailable contact the Police or Children's Services - who will advise further.

Lancashire's Children's Services Safeguarding Line 0300 123 6720 or the Emergency Duty Team (Out of Hours Service 8pm - 8.00 am) 0300 123 6722

The Police Support Unit 101 NSPCC helpline 0808 800 5000 (24 hours)

Step 5

Does the possible abuse involve a designated safeguarding person at the Club? If YES

refer to the FA or statutory agencies.

If NO follow procedure of notifying Academy Manager/ Safeguarding Officer

Remember;

Make a factual record of events, using the Referral form and forward a copy of the information record including any action taken to the Academy Manager and the Designated Safeguarding Officer; who will take appropriate action.

The Designated Safeguarding Officer will support a statutory investigation of the allegations and will liaise with other agencies involved. At this time, the process of dealing with allegations will commence.

Flow Chart 3 – Dealing with Concerns outside Morecambe Football Club

Step 1

You become aware of a poor practice or possible abuse situation occurring outside of The Club involving a child or young person who participates in a Club activity.

Step 2

Is the child or young person in need of medical attention? If YES

Take the child or young person to the hospital or phone for an ambulance.

Inform the medical team of your concerns in relation to child protection. The medical team will take the appropriate action.

No go to next step

Step 3

Contact the Academy Manager or Designated Safeguarding Officer.

If unavailable contact the Police or Children's Services - who will advise further.

Step 5

Seek immediate advice

Lancashire's Children's Services Safeguarding Team 0300 123 6720 or the Emergency Duty Team (Out of Hours Service 8pm - 8.00 am) 0300 123 6722

The Police Support Unit 101

NSPCC helpline 0808 800 5000 (24 hours)

Make a factual record of the events using the referral form, including any action taken as directed and forward to the Designated Safeguarding Officer and Services Officer.

Indicate clearly whether or not the allegation refers to someone involved in football in any capacity (paid or as a volunteer at Morecambe community sports or Football Club or elsewhere).

Morecambe Football Club/Community Sports

Flow Chart 4 – Process of Dealing with Allegations

Step 1

Allegation reported to the Academy Manager/ Designated Safeguarding Officer who refers the matter to the Safeguarding Senior Officer.

Step 2

Safeguarding Officers assess concern:- **Criminal ~ Harm ~ Unsuitable Behaviour** = discussion of suspension or termination of employment

Step 3

Morecambe Football Club Management notified of predicament. Or

Local Area Designated Officer (LADO) notified /Fa Safeguarding and advises The Club.

Step 4 Action from below where appropriate; Professional

Abuse Strategy Meeting led by the LADO or Fa

Safeguarding Internal action can commence.

Legal statutory action involving criminal prosecution

Discipline action involving termination of contract. Further training, supervision & monitoring

Step 4

No further action by The Club or LADO or Football league or Fa safeguarding

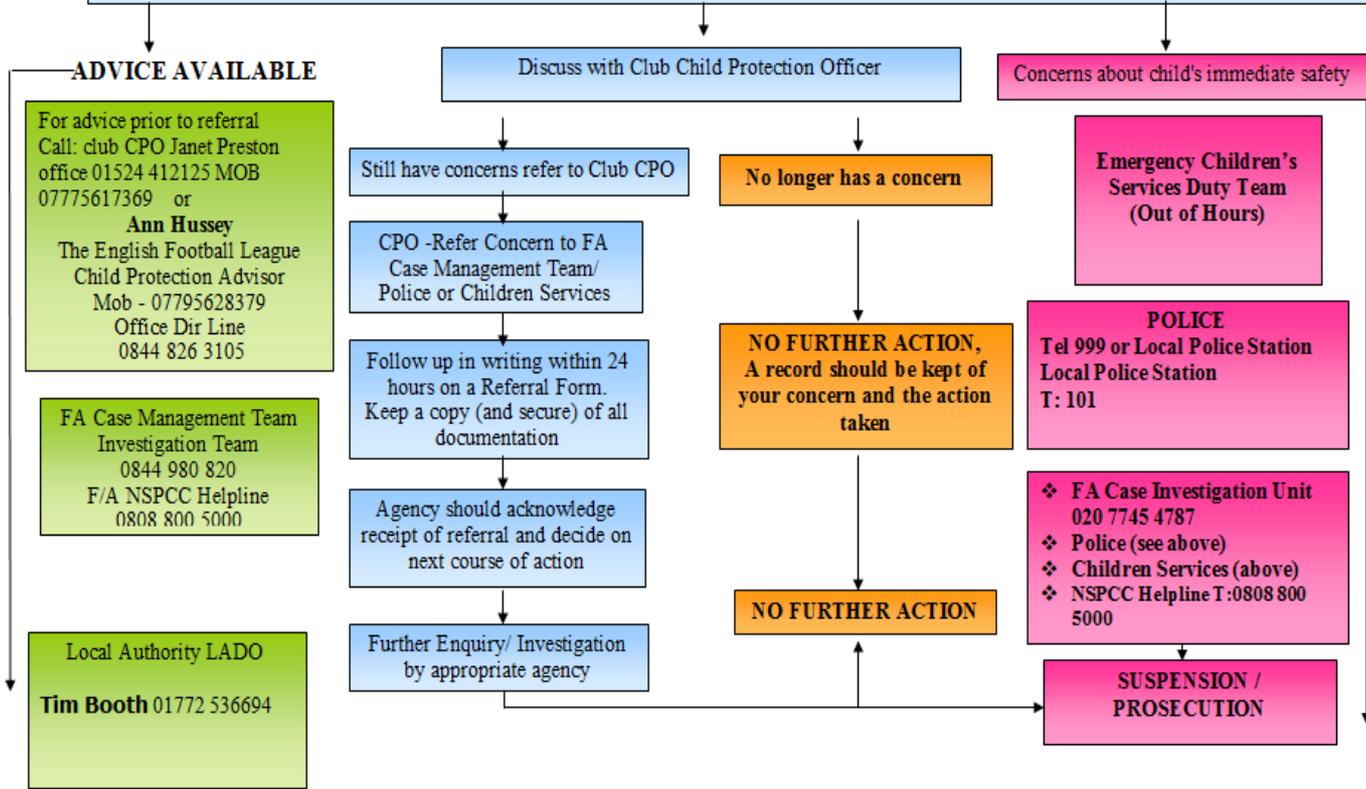
The LADO will advise Bury Football Club to make a referral to the Independent Safeguarding Authority (ISA) about an individual's conduct regardless of the final outcome to a case.

Morecambe Football Club/Community Sports

MORECAMBE FOOTBALL CLUB / MORECAMBE F.C. COMMUNITY SPORTS

Flowchart:

What to do if you're worried that a child is being abused.



Anne Hussey has now left Debbie Treadell is the new Adviser contact number 01772325811 or mob 07583186279

Children's services for Lancaster and Morecambe 8am to 8pm 03001236720

Out of hours 8pm to 8am 03001236722

Morecambe Football Club

Child Protection Incident Report Form

1. Please indicate what you are reporting: (tick as appropriate)
- I have concerns that abuse may be occurring (complete sections 2 and 3)
 - I was involved in an incident with a child (complete sections 2 and 4)
 - I was a witness to an incident with a child (complete sections 2 and 4)
 - I have received an allegation of abuse (complete sections 2 and 5)
 - A child has told me that they are being abused (complete sections 2 and 5)
 - Other – (brief explanation) _____

2. Important information:

- Your name _____
 - Your contact details _____
 - Name of child(ren) _____
 - Capacity in which child is known to you _____
 - Any other useful information relating to the child (eg: home address, school, date of birth) _____
-
- _____

- Is the child aware of this referral? Yes/No (if no explain why)
- _____
- Is the parent/carer of the child aware of this referral? Yes/No (if no explain why)

• _____

Morecambe Football Club/Community Sports

3. Concerns that abuse may be occurring

- Please record the concerns that you have regarding a child or adult:
-
-
-
-
-

A

4. Incident with a child

Please indicate which of the following has occurred (more than one may be indicated):

- A child was hurt accidentally
- A child misinterpreted or misunderstood something.
- An intervention occurred where a child needed to be reasonably physically restrained.
- I was witness to one of the above (please indicate which one)

Please provide further information, including any action taken so far and the reasons for doing so.

5. Allegation/Disclosure of abuse:

Allegation/disclosure received from: _____

Date _____ dd/mm/yy Time received _____ (am/pm)

Name of person about whom allegation has been made: _____

Relationship to child _____

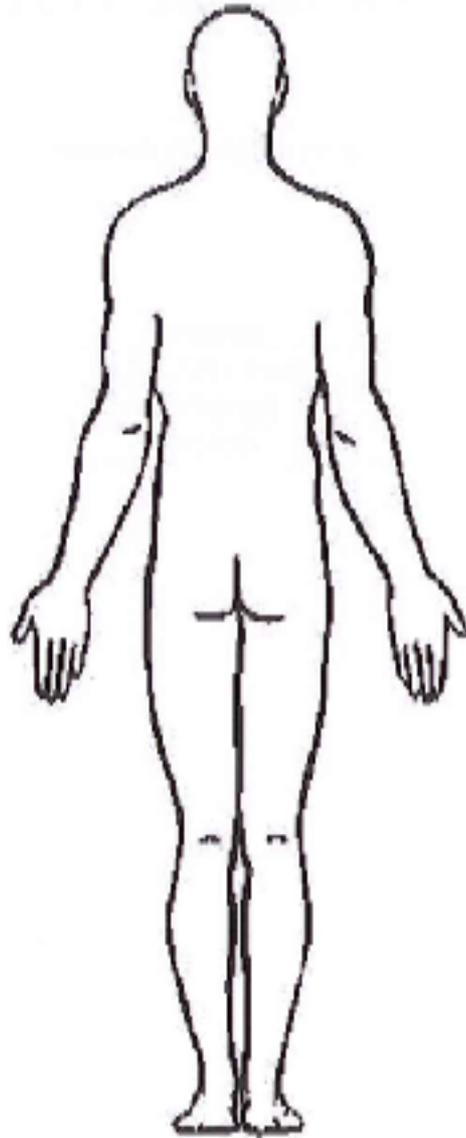
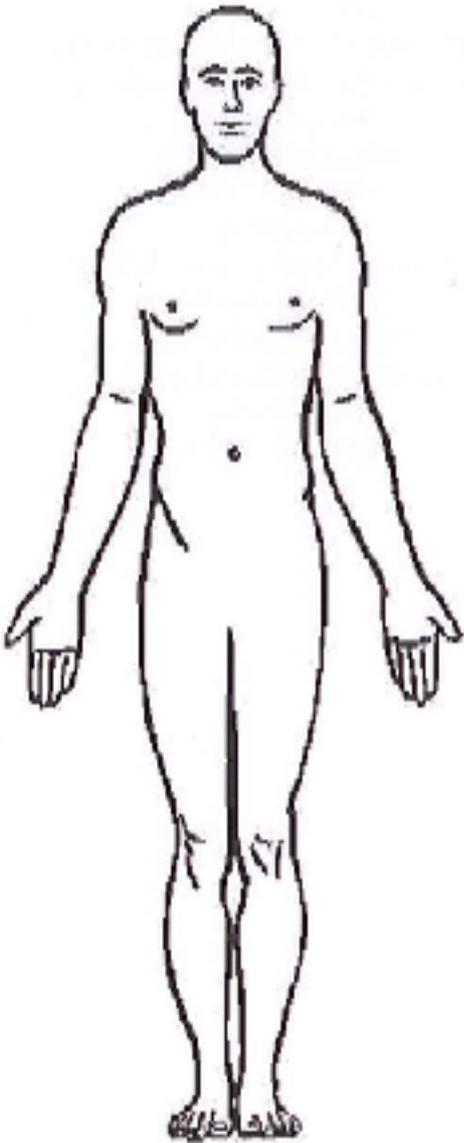
Please relate the circumstances of the disclosure of allegation below.

Please use space below to record the details of the allegation or disclosure you received. This should be a actual account of the information you have received only. Do not include assumptions or opinions of others. Make sure you record details of dates and times and any other potentially useful information. If the disclosure has come from a child who is claiming they are being abused, the conversation should be recorded in their words. If there are any injuries to the child, describe the injuries but do not remove clothing to inspect a child. Do not attempt to investigate the matter yourself. Also record any action you have taken. (Attach a separate sheet if required)

Morecambe Football Club/Community Sports

A

B – Body Map



Morecambe Football Club/Community Sports

Morecambe Football Club/Community Sports

C – Good Practice in Safeguarding

1. Record Keeping

Always make an accurate record of the things you have observed or have been told. This should include a note of the date and time of a particular incident, or when a particular concern came to your attention. If a young person has told you something, it is essential that you write this down in the young person's own words. The written record should include a note about the size and appearance of any injury (a sketch is helpful). Injuries a young person arrives with at the start of any session should be noted: any injuries received during a session should always be recorded in the physio log book or if a Medical Professional is unavailable in the "Accident Book". This information will be useful if a referral about suspected abuse is made. The Designated Person may ask to see these records should there be a referral.

2. Confidentiality of Information

The purpose of confidentiality is to protect young people, by providing appropriate privacy to young people and their families. Morecambe Football Club/community will ensure that abusers are not assisted by access to confidential information. Information (written or verbal) should be shared only on a need to know basis. All Safeguarding records should be kept separately from a young person's open records. They should be kept in a **secure place** and be accessed only by designated persons. Parents, Club staff and officials have no right of access to separate Safeguarding Records which remain confidential at all times.

3. Listening and Re-Assuring

Young people need to be listened to and allowed time and space to talk about their experiences, even if they might have chosen a time inconvenient to you. They need to know that they are being taken seriously and be reassured that they have done the right thing in telling you about their concern.

4. Appropriate Questioning

It is important to know that interviewing young people in cases of abuse is a specialist role, which should be done only by trained social workers and police officers. Remember that the young person may be asked to talk to someone else at a later stage. Try to avoid interrupting or questioning the young person and instead allow them to talk at their own pace and in their own words but you can reassure that the young person is being taken seriously.

5. Your Own Feelings

Try not to make assumptions about what you are told and avoid using emotive words such as 'rape' 'assault' or 'beating' which might make the experience of telling even more difficult. It is important not to criticise the abuser e.g. 'X is a bad person'. Try not to project your own feelings onto the young person. It might help you to sort out your own feelings if you talk to the Designated Person later.

6. Never Make Promises

Be honest and realistic: you should never promise not to tell or say you can do something you are unable to do. You have a **duty** to pass on any allegations or suspicions about abuse to the appropriate person. If you are going to pass information on, it is right to let the young person know why you are doing this and who you will be contacting. Older children will naturally be able to understand more fully what is to happen.

7. Relationships with Parents/Carers

If sexual abuse is suspected, or if there is any reason to believe that alerting the parent/carer might compromise the young person's welfare, you are advised not to discuss the matter with the parent/carer but you should contact the Designated Safeguarding Officer immediately. Otherwise, if you see an injury about which you have suspicions or you have concerns about a young person's behaviour or welfare, you should ask the parent/carer for an explanation. If the parent/carer, when asked seems unaware of the injury, or will say nothing at all, is evasive or is inappropriately hostile, this **may** support your suspicions that the injury was non accidental. Tell the parent/carer that you are concerned. Say that injuries to young people must be investigated because young people are vulnerable. Say that there is a procedure you **must** follow. Tell the parent/carer that the procedure is to provide help for parents/carers as well as protection for children.

8. Urgency

Prompt action needs to be taken in all instances in which abuse is suspected or discovered.

D – Images permission Form

Morecambe Football Club/Community Sports

Morecambe Football Club/Community Images Permission Form	
Name of child / young person	
Date of Birth	
Age Group (if applicable)	
I give my permission for the taking and/or publication of images of my child by Morecambe Football Club in accordance with the Morecambe Football Club/community Safeguarding Children Policy. N.B . Children subject to a Court Order <i>cannot</i> be used.	
Signature of carer / parent	
Print Name	
Date	

Morecambe Football Club/Community Sports

E

Useful telephone numbers

Child Protection Officer

Janet Preston 01524 412125

The ENGLISH Football League Child Protection Advisor

Debbie Treadell 07583186279

FA County Welfare Officer

Neil Yates 0177262400

FA Case Management Team

Tel: 0844 980 8200 Ex.4787

Children's services for Lancaster /Morecambe

8am to 8pm 03001236720

Out of hours 03001236722

Local Authority Designated Officer (LADO)

Tim Booth 01772 536694

Safeguarding Unit Room B16

County Hall Fishergate Hill

Preston PR1 8R1

Local Police

24 Hours – 101

NSPCC

Free phone 0800 800 500 (24 hrs)

Information may have to be shared between agencies. If you act you will be helping a child. Please help to stop child abuse.

POLICY REVIEW DATES

Morecambe Football Club/Community Sports

These policies will be reviewed annually or within 4 weeks of the outcome of a safeguarding incident.

Policy Developed by DSO	Date	Version Control	Endorsed by Board	Comments	Date Review carried out
Janet Preston	March 2018	Ver 1	April 2018	Complete review following capability assessment	March 2018

Once approved by the Board these Policies and Procedures will be:

- Distributed via each Head of Department.
- A hard copy will be held in the Youth Department/community Administration Office.
- They will also be made available on the Club Website.